

Office Memorandum UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 1 November 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #44

I. COMPLETED PROJECTS

1. An article on Agency training activities, the Office of Training and the procedural arrangements for case officers to secure training support from OTR was completed for inclusion in a Case Officers' Manual being edited in the FI Plans Staff. The article emphasizes the value to case officers of training and a tour in OTR.

2. 5% Training Policy

A training on-the-job program conducted by OO for an OSI employee in another city was disapproved on the basis that [] contemplates the credits of component-conducted courses held at headquarters only.

3. Training of IAC Personnel

A Staff study on the problem of controlling external relationships on training matters by OTR has been completed. In conjunction with this study, a proposed revision of a memorandum to the IAC agencies, subject, "Procedure for Nominating Candidates for CIA Training Courses and Training Activities," has been prepared.

4. Lectures Presented

5. Incentive Award Program

Comments were completed on a proposal to issue green training request forms as a stock item throughout the Agency. This suggestion was agreed upon and OTR Administrative Branch has been asked to put it into effect.

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II. NEW PROJECTS

1. OTR Regulation

Preparation of a procedure to utilize the faculties of the OTR schools in the review of training courses submitted to OTR for approval under []

2. Foreign Language Development Program

Preparation of an analysis the 28 October DD/P comments on [] for consideration of CIA Career Council is underway.

3. JOT Recruitment Brochure

Redraft of the brochure is in process and is scheduled for completion on 5 November 1956.

III. PROJECTS IN PROCESS

1. 5 % Training Policy

2. Presently under review are:

- a. 8 job training courses conducted by the Management Staff
- b. 1 job training course in the Office of Security
- c. 1 seminar to be held in OTR
- d. 1 external program utilized by OSI
- e. 5 job training courses conducted by FBID/00

3. Status report on National Psychological Warfare Training Programs prepared by OCB Working Group.

4. The following projects are in various stages of development:

- a. Training Annex to Global War Plan
- b. OTR Space and New Building
- c. Training Requirements for the Clandestine Services
- d. KUBARK M/E War Plan Support Annex

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IV. MEETINGS ATTENDED

25X1 [] attended the first meeting of the Agency Library Survey Committee which will consider library requirements in the new building. A separate memorandum has been submitted covering the meeting.

V. OTR PUBLICATIONS

1. OTR Catalog

a. Cover, Content proof-pages, and Long-Term Schedules will be delivered to PSD/LO on Monday, 5 November, at 1400 hours, for production and distribution of 450 copies of OTR Catalog 100-1 (DD/P Headquarters edition) and 450 copies of OTR Catalog 101-1 (DD/I - DD/S Headquarters edition).

b. Additional copies of the Long-Term Schedules will be produced for distribution to OTR Chiefs of Schools and Staffs, Chief Instructors and Instructors, and for Training Officers of the DD/I, DD/S, and DD/P.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #43

DATE: 26 October 1956

I. COMPLETED PROJECTS1. Assistance to Naval Intelligence School

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At the request of OCR, a meeting was arranged with Captain Bruce Sigmond to arrange for OTR support in connection with a bloc of instruction on the production of intelligence offered at the Naval Intelligence School. A conference was arranged with Captain Sigmond during which arrangements were made to provide him with a lesson plan used by [] on the subject of Production of Intelligence, and a copy of a document prepared by ORR entitled "Helpful Suggestions for Research" was also obtained for Captain Sigmond's use. ORR clearance was obtained for the release of this document.

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2. 5% Training Policy

After discussions with the Training Officers concerned, it was recommended that the following courses of training conducted by other components be approved for the purposes of R 25-100:

a. Four formal courses conducted by the Office of Security

b. Seventeen formal courses conducted by the Office of Communications.

3. Assistance to Comptroller

[] assisted [] with the preparation of information for the Bureau of the Budget on the percent of Agency personnel being trained. C/PPS provided information on DTR responsibilities for training Agency reservists.

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4. Lectures Presented

[] presented a lecture on Wednesday, 24 October, to Project Useful on "Training Support for Military Operations."

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II. NEW PROJECTS

1. Training of IAC Personnel

A draft study has been prepared regarding the problem of establishing a standard operating procedure for controlling external relationships on training with other Government agencies.

2. OTR Library Survey Committee

25X1 [] has been appointed the OTR member of the Library Survey Committee to consider library requirements in the new building. The first meeting of the Committee will be on 25 October.

3. CPW Course

25X1 [] has prepared a lecture on the use of all types of Groups for the CPW. The first lecture will be given on 1 November.

4. Finance Training

25X1 [] was informed by [] Training Liaison Officer, that the Comptroller would request the DTR to establish a formal course of instruction to replace an on-the-job training program for finance employees. The Administrative Office/WH recently suggested that OTR review this training program.

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III. PROJECTS IN PROCESS

1. OTR Regulation on Exchange of Personnel

A revised draft of OTR [] was prepared by [] and discussed with [] This regulation, when approved, will provide for the necessary procedures within the Office of Training to accomplish a systematic exchange of personnel between this office and other components of the Agency.

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2. 5% Training Policy

a. Eight on-the-job training courses conducted by the Management Staff and one on-the-job training course conducted by the Office of Security were not approved pending the receipt of more information on the courses from the Training Officers concerned.

b. Request for approval of an NEA on-the-job training program in reports writing has been returned to the DD/P Training Officer to determine whether the request is for the purposes of the 5% regulation or for constructive credit for the participants.

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III. PROJECTS IN PROCESS (Continued)

3. DD/P Case Officers Manual

A draft of this article has been prepared which will advise case officers of the value of training in their career planning, the Office of Training and its services, and the procedures for enrolling personnel in OTR courses of training.

4. Resistance to Communist Interrogation

Film Production Branch is acquiring newsreels and cinescopes for the film portion of the program.

5. The following projects are in various stages of development:

- a. Training Annex to Global War Plan
- b. OTR Space and the New Building
- c. Training Requirements for the Clandestine Services
- d. KUBARK Middle East War Plan
- e. Preparation of Glossary of Intelligence Terminology for 2nd Edition.

IV. MEETINGS ATTENDED

1. At the suggestion of [] a meeting was called by [] Special Planning Assistant, DD/S, of those DD/S Speakers who are to make presentations in Project Useful in order to assure consistency and lack of duplication in their lectures. This was a very profitable meeting.

2. C/PPS arranged a meeting with C/IS to discuss [] recommendations on the IO course attended by [] [] A separate report will be provided on the conclusions reached.

V. OTR PUBLICATIONS

1. OTR Bulletin

a. The November issue of the OTR Bulletin will be published only in the General Edition. There will be no CS Edition.

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V. OTR PUBLICATIONS (Continued)

b. It has been found to be more efficient for the Editor of the Bulletin to deal directly with the contributor in each Staff and School, referring contributions to the Staff and School Chief concerned for policy approval, rather than to work through sub-editors. For this reason, the Bulletin Reporters, designated under paragraph 2 of OTR Notice 16-56, are relieved from duty as of 1 November 1956. The Editor and the C/PPS are grateful for the co-operation received from them in getting the Bulletin off to a good start.

2. OTR Catalog

a. Content: Proof pages of the Headquarters (DD/I, DD/S and DD/P) editions have been received from PSD/LO, and are being coordinated with the appropriate OTR contributing offices. Charts and Cover will be sent to PSD/LO, with the returned proof pages, this coming week.

b. Distribution: DD/I and DD/S Training Officers significantly are increasing their orders for the forthcoming issue of the Catalog. It is to be hoped that like action will result in the DD/P, assuring each DD/P supervisor a copy of the Catalog for routing to all personnel and retention in the supervisor's office for purposes of job and career plan counseling.



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